

## **Planning & Zoning Board**

# **Technical Review Committee Procedure Manual**



## **Site Plan Review**

## **Subdivision Review**

Concept, Preliminary & Final Plat

## **PUD Standards Review**

## **Village of Ashville, Ohio, USA**

Published June 2021

Revised \_\_\_\_\_

## **Welcome and Purpose**

Thank you for doing business in the Village of Ashville. The Planning & Zoning Board (PZB) and Technical Review Committee (TRC) exists to help people working in Ashville get development projects designed and permitted in the most efficient manner possible. Like all villages, Ashville has a set of laws established by Village Council that are intended to protect the health and safety of citizens. These laws often are also for the purpose of improving the quality of design and construction in Ashville. Since there are multiple Village departments responsible for administering these laws, it is beneficial to have development review coordinated to avoid confusion and delay. That is the purpose of PZB and TRC.

**For information about the PZB, TRC, P& Z applications, and meeting schedules please visit the Village's website at [www.ashvilleohio.gov](http://www.ashvilleohio.gov)**



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## **Table of Contents**

<b>1. Introduction</b>	<b>5</b>
<b>2. PZB &amp; TRC Review Requirements</b>	<b>7</b>
2.1 Developments Requiring TRC Site Plan Recommendation	7
2.2 Exemptions from TRC Site Plan Recommendation	7
2.3 Developments Requiring TRC PUD Standards Recommendation	7
2.4 Developments Requiring TRC Subdivision Recommendation	7
<b>3. PZB &amp; TRC Procedures</b>	<b>8</b>
3.1 Procedures for All Applications	8
3.2 Procedures for Site Plan Review	8-9
3.3 Procedures for PUD Plan Review	9-10
3.4 Procedures for Subdivision Review	10
3.5 Appeals	10
3.6 Revisions to Approved Plans	10
<b>4. PZB &amp; TRC Site Plan Review Submittal Requirements</b>	<b>11</b>
4.1 Site Plan Requirements	11
4.2 Site Plan Submittal Requirements	11-14
<b>5. Subdivision Review Submittal Requirements</b>	<b>15</b>
5.1 Subdivision Plan Requirements	15
5.2 Subdivision Submittal Requirements	15-16
<b>6. PUD Standards Review Submittal Requirements</b>	<b>17</b>
6.1 PUD Standards Submittal Requirements	17-18
<b>7. Additional Information that may be requested</b>	<b>19</b>
8.1 Plan Review Process - Concept & Preliminary Plat	20
<b>8. PZB &amp; TRC Review Process Flowcharts</b>	<b>21</b>
8.1 Plan Review Process - Concept & Preliminary Plat	21
8.2 Subdivision Review Process	22
8.3 PUD Review Process	23
Planning & Zoning Board/Technical Review Committee Checklist	24

## **Section 1: Introduction**

The PZB represents that portion of Village Government responsible for adherence to the federal, state, and local laws involving the design, development, and construction issues including building codes, zoning requirements, stormwater management regulations, traffic impacts, fire codes, and right-of-way improvements. It will decide which areas of the TRC that can assist them in decision making for these areas.

The TRC consists of representatives from various village departments who will directly address design, development, and construction issues including building codes, zoning requirements, stormwater management regulations, traffic impacts, fire codes, and right-of-way improvements. It may also use entities outside the village for the resources or expertise in specific areas of relevance.

The PZP and TRC Procedure Manual has been prepared in accordance with the Zoning Ordinance to assist designers and developers through different types of project reviews.

1. **Site Plan Review** includes multi-family, institutional, commercial, and industrial development in accordance with Part Eleven of the Zoning Ordinance.
2. **Subdivision Review** includes properties being subdivided in accordance with Title Seven Chapter 1181 of the Zoning Ordinance. PZB & TRC subdivision review typically includes three components: Subdivision Concept Plan, Preliminary Subdivision Plat, and Final Subdivision Plat. Each component is submitted to TRC for review and recommendation to the PZB.
3. **PUD Plan Unit Development's Standards** includes properties zoned Planned Unit Development (PUD) in accordance with Part Eleven Chapter 1165 of the Zoning Ordinance. PUD typically include Subdivision Concept Plans, Preliminary Plat, and Final Plat. All follow the Procedure process in Chapter 1165.03.

This manual describes the general information that must be provided with each application to allow for adequate staff review. This manual does not include all regulations pertaining to new development(s). For these regulations, various publications available from the Village of Ashville or other agencies should be consulted. These include the following:

- Village of Ashville Website: <http://www.ashvilleohio.gov/>
- Village of Ashville Code of Ordinances: <https://codelibrary.amlegal.com/codes/ashville/latest/overview>
- Village of Ashville Zoning Ordinance: [https://codelibrary.amlegal.com/codes/ashville/latest/ashville\\_oh/0-0-0-9826](https://codelibrary.amlegal.com/codes/ashville/latest/ashville_oh/0-0-0-9826)

- **Village of Ashville Building Ordinance:**  
[https://codelibrary.amlegal.com/codes/ashville/latest/ashville\\_oh/0-0-0-13227](https://codelibrary.amlegal.com/codes/ashville/latest/ashville_oh/0-0-0-13227)
- **Village of Ashville Urban Forestry Tree Manual:**  
<http://www.ashvilleohio.gov/index.php/village-departments/urban-forestry>
- **Village of Ashville Building Standards (follows Columbus):**  
<https://www.columbus.gov/Templates/Detail.aspx?id=31517>
- **Village of Ashville General Design Standards Notes:**  
<http://www.ashvilleohio.gov/images/building-dept/Building%202010%20Stormwater%20Notes.pdf>
- **Village of Ashville Roadway Design Standards Notes:**  
<http://www.ashvilleohio.gov/images/building-dept/Building%202010%20Stormwater%20Notes.pdf>
- **Village of Ashville Water Main/line Design Standards Notes:**  
<http://www.ashvilleohio.gov/images/building-dept/Building%202010%20Water%20Main%20Line%20Notes.pdf>
- **Village of Ashville Sanitary & Stormwater Design Standards Notes:**  
<http://www.ashvilleohio.gov/images/building-dept/Building%202010%20Sanitary%20and%20Stormwater%20Notes.pdf>
- **Village of Ashville Stormwater Design Standards Notes:**  
<http://www.ashvilleohio.gov/images/building-dept/Building%202010%20Stormwater%20Notes.pdf>
- **Village of Ashville Sanitary Design Standards Notes:**  
<http://www.ashvilleohio.gov/images/building-dept/Building%202010%20Sanitary%20Sewer%20Notes.pdf>
- **ADA Guidelines (follows Columbus):**  
<https://www.columbus.gov/Templates/Detail.aspx?id=31517>

## **Section 2: PZB & TRC Review Requirements**

### **2.1 Developments in which PZB may request TRC recommendation ([Title Seven](#))**

1. Any new building construction in excess of 768 square feet ([Chapter 1175](#)); or
2. Any construction or renovation resulting in the addition of 2,000 square feet or more of space to an existing structure; or
3. Any construction or development resulting in changes to traffic circulation and/or stormwater drainage systems onto or off of a site; or
4. Site Plan review needed if restrictive covenants applicable to a given site; or
5. Single-family or two-family dwelling unit construction resulting in a total of four or more units on a single lot.

### **2.2 Exemptions from TRC Site Plan Recommendation ([Chapter 1111](#))**

1. Single-family or two-family dwelling unit construction resulting in a total of three or fewer units on a lot.
2. Small storage structures or garages not exceeding 768 square feet.
3. Routine repairs and maintenance of existing structures.
4. Parking lots that are less than 5,000 square feet do not require review by TRC, but do require review and Recommendation by the Planning & Zoning Inspector for ADA compliance.

### **2.3 PUD Development Require TRC Plan Recommendation ([Chapter 1165.04](#))**

**PUD Standards Recommendation** is needed for properties zoned or being rezoned PUD (Planned Unit Development). PUD Plans typically include a Subdivision Concept Plan followed by a recommendation process. A PUD Plan can be reviewed by PZB and TRC as part of the rezoning and/or Subdivision Concept Plan Recommendation process. The review of a PUD rezoning application may be carried out simultaneously with the review of the PUD Development Plan and Subdivision Concept Plan. The PZB may seek recommendations from the TRC for a Preliminary and Final Plat.

### **2.4 Developments that may need a TRC Subdivision recommendation ([Chapter 1183 & 1185](#))**

**TRC Subdivision Recommendation** may be needed for any property being subdivided in a manner such that it is considered a Major Subdivision. Major Subdivisions require Subdivision Concept Plan recommendation by TRC, Preliminary Subdivision Plat recommendation by TRC, and Road Construction Plan recommendation as part of the Final Plat review by TRC.

All Final Subdivision Plats and Preliminary Subdivision Plats for Minor Subdivisions do not require TRC review but are instead reviewed and approved by the PZB with the recommendations from the Planning & Zoning and Building Inspector through their review process. Review by the TRC can be requested by the PZB.



## **Section 3: PZB and TRC Procedures**

The PZB and TRC reviews Site Plans, PUD's, and Subdivision Plans. The TRC may meet or send the results of their individual review to the TRC Executive Committee. The TRC Executive Committee will prepare a report for the PZB. Meetings of this Committee will be at 200 East Station Street. A schedule of meetings and submittal deadlines will be available at 200 East Station Street and on the Villages website: [www.ashvilleohio.gov](http://www.ashvilleohio.gov)

### **3.1 Procedures for All Applications**

- A. Required P & Z application materials must be submitted to the Administrative Office at 200 East Station Street. Applications that do not include all required information or that are submitted late will not be accepted. All subsequent submittals made after the first submittal must include a copy of previous PZB and/or TRC comments and written responses to those comments.
- B. Application materials and plans are forwarded by the PZB & TRC Chairperson or designee to the appropriate departments prior to the scheduled meetings.
- C. The applicant, upon a showing of extreme hardship, may petition the PZB and/or TRC Chairperson to schedule a special meeting. If approved by the PZB and/or TRC Chairperson, the date and time of the special meeting shall be set with notice of the meeting sent to the applicant and members of the PZB and/or TRC.
- D. During the PZB and/or TRC meeting, written comments noting all items of the proposed development not in compliance with village codes shall be provided to and discussed with the applicant.
- F. The applicant may submit application(s) to any Village of Ashville Planning & Zoning board member. The applicant is also advised that final recommendation by PZB is not provided until all other village recommendations, including staff, board, and TRC referral recommendations, have been obtained.
- G. All work within the right-of-way must be permitted by the Village of Ashville and all state permits must be obtained and submitted to PZB & TRC with the application for final recommendation. Therefore, applications for developments requiring Ashville permits are advised to begin that review process concurrently with the PZB & TRC process.
- H. Signage for developments should be considered early in the design phase and in conjunction with landscaping improvements. Sign information identifying the type, dimensions and locations of the proposed signs must be submitted with the application for final recommendation. A separate sign permit application must be filed and approved by the Planning & Zoning\* prior to the installation of the sign.  
\* A Building permit may be needed.

### **3.2 Procedures for Site Plan Review**

- A. A pre-application submittal to PZB & TRC may be made for all Site Plan projects prior to subsequent full application submittals. After the pre-application Site Plan review, all subsequent applications to the PZB & TRC shall include all required information required to issue final recommendation.

- B. Site Plan submittals made for optional pre-application review by PZB & TRC do not constitute a site-specific development plan as defined in Title Seven. A vested development right is established upon the first review by PZB following an optional pre-application submittal.
- C. An Early Site Package submittal may be made to PZB & TRC for recommendation of site work prior to the recommendation of the full PZB & TRC Site Plan and Building Inspections plans for vertical construction. Activities that may be approved with an Early Site Package include tree removal and clearing, demolition of buildings or hardscape, rough grading and surcharge, and test piles. Utility installations, production piles, or other vertical construction is not permitted as part of an Early Site Package Recommendation.
- D. When a Site Plan application receives final recommendation, ten (10) full sets of the plans and one (1) set of the landscape plans and details and a digital copy shall be submitted to the PZB and shall be stamped and signed by the Chairperson or designee of the PZB.
- E. After final Site Plan recommendation, the applicant is authorized to install erosion and/or sediment control measures and tree protection barricades. Inspections of the erosion controls and tree protection barricades by an Engineering inspector must be completed. Upon recommendation for the erosion controls and tree protection barricades, the applicant will pick up two (2) sets of the approved and stamped Site Plans: one set to be presented for Building Inspections with the application for a Building Permit, and one set for the applicant to keep at the construction site during all phases of construction.
- F. Building construction drawings may be submitted to the Building Inspector for their review at any time during the PZB & TRC Site Plan review process.
- G. A Building Permit shall be issued by the Building Inspector after they have approved the building construction plans and received a copy of the stamped PZB Site Plans from the applicant.

### **3.3 Procedures for PUD Review**

- A. A pre-application meeting with Village Planning & Zoning staff may be arranged prior to a formal submittal for PZB & TRC review.
- B. Upon a formal submittal being made by the PZB, the TRC shall review the PUD to determine if the plan satisfies all applicable requirements of the Zoning Ordinance and Village Code. PUD Plans shall be reviewed by TRC prior to being presented to PZB, unless, at the pre-application meeting, Village staff determines that two visits to TRC prior to PZB are unnecessary.
- C. The findings of the TRC review process shall be presented to the PZB. That will be done in the form of a positive recommendation, conditional recommendation, negative recommendation, or deferral will be made. The PZB shall provide a recommendation to Village Council to approve, conditionally approve, or disapprove the PUD Plan.

- D. The applicant may coordinate the PUD rezoning and PUD Plan review with the Concept Plan review. PUD Plans typically include a Concept Plan which follow the same recommendation process. Therefore, the review of a Concept Plan may be carried out simultaneously with the review of a PUD rezoning application or PUD Plan application.

### **3.4 Procedures for Subdivision Review**

- A. A pre-application meeting with Village Planning & Zoning staff may be arranged prior to a formal submittal for PZB and TRC review.
- B. **Concept Plan:** PZB & TRC shall review the Concept Plan to determine if the plan satisfies all applicable requirements of the Zoning Ordinance and Village Code. Concept Plans can be reviewed by TRC prior to being presented to PZB, unless, at the mandatory pre-application meeting, Village staff determines that visits to TRC prior to PZB are unnecessary. The findings of the TRC review process shall be presented to the PZB and a staff positive recommendation, conditional recommendation, negative recommendation, or deferral will be made. The PZB shall approve, conditionally approve, or disapprove the Concept Plan.
- C. **Preliminary Plat:** Upon receipt of TRC recommendation, two (2) full copies and a digital copy of the plat shall be submitted to Zoning & Zoning and shall be stamped and signed by the Chairperson or designee of the PZB and/or TRC.
- D. **Road Construction Plans:** Upon receipt of TRC recommendation, ten (10) full sets of the plans, one (1) set of the landscape plans and details, and a digital copy shall be submitted to and shall be stamped and signed by the Village Engineer.
- E. **Final Subdivision Plat:** Upon receipt of TRC recommendation, two (2) full copies and a digital copy of the plat shall be submitted to Zoning & Zoning and shall be stamped and signed by the Chairperson or designee of the PZB and/or TRC.

### **3.5 Appeals**

Staff, TRC, and/or PZB actions to approve or disapprove a Site Plan, Preliminary Plat, Road Construction Plans, or Final Plat may be appealed to the PZB by any party in interest. The PZB shall act on the appeal within sixty days of the action being appealed and the action of the PZB is final.

### **3.6 Revisions to Approved Plans**

Any major changes to the PZB and/or TRC approved plans within public right-of-way or private property that are specific to an approved detail and/or code must be submitted for consideration to the Chairperson of the PZB by the engineer of record and/or the professional whose registration stamp and signature appears on the plans. The Chair of the PZB will consider the request and determine if additional TRC review is warranted. Within the public right-of-way, any changes in previously approved specifications for materials must only be submitted and approved in writing by the Village Engineer

## **Section 4: PZB & TRC Site Plan Review Submittal Requirements**

A PZB and TRC application with required plan sheets, supplemental information, and fees must be submitted to and accepted by Planning & Zoning Inspector.

Incomplete applications or Site Plans that do not include all required information will not be accepted. Please note that 18" X 24" or 24" x 36" drawings are preferred, oversized Site Plans must be justified.

### **4.1 Site Plan Requirements**

Applications for PZB and TRC Review must include ten (10) complete sets of Site Plans. TRC Site Plan application and checklists are available on the Village's website. A Village of Ashville Permit Application may also be required (see Village of Ashville Stormwater Design Standards Notes and City of Columbus).

### **4.2 Site Plan Submittal Requirements**

In general, Site Plan submittals must provide the following information. Drawings shall be prepared by an architect, landscape architect, surveyor, or engineer registered in Ohio. Site Plans should be drawn at a scale of 1" = 50' or greater. Applications requiring a smaller scale, such as 1" = 100', must gain prior recommendation from the PZB Chairperson.

#### **A. Pre-Application Concept Plan Review Optional**

- ☐ Title Sheet
- ☐ Existing Conditions
- ☐ Layout Plan

#### **B. Preliminary Subdivision Plat - Plan Sheets**

- ☐ **Title page including proposed name of the subdivision**
- ☐ **Demographic information of owner, developers, registered surveyor, registered engineer developers, and/or urban planner assisting in the preparation of the preliminary development plan:**
  - name
  - registration number of engineer or surveyor
  - address
  - phone number
  - email
  - fax

- ☐ **Date**
- ☐ **Development standards:**
  - north arrow and plan scale
    - Scale shall be one inch equals 100 feet or larger scale;
  - Boundary lines of the proposed development and the total acreage encompassed therein;
- ☐ **Existing district zoning (s)**
- ☐ **Proposed district zoning (s)**
- ☐ **Development location and existing profiles:**
  - Parcel Number or address (s)
  - Widths and names of all existing public streets or public ways, railroad and utility rights of way or easements, parks and other public open spaces, permanent
  - Existing sewers, water mains, culverts and other underground facilities within the tract, adjacent to the tract or that will be used in developing the tract, indicating pipe sizes, grades and locations
  - The adjoining lines of adjacent tracts, parcels or lots, and names of property owners, and, in the case of a replat of an existing subdivision, the existing lot lines
  - Existing drainage channels, wooded areas, watercourses and other significant physical features, including topography with contour lines based on USGS data at not more than a two (2) foot difference in elevation.
- ☐ **New location profiles**
  - layout of proposed streets, including their names, layout dimensions, and rights of way
  - layout of utility easements
  - layout of waterlines
  - layout of grading and drainage including culverts
  - other major improvements layout
    - preliminary improvement drawings showing electric, telephone, and natural gas

- layout of numbering, setback lines, and dimensions of lots
- parks and community spaces
- parcels of land intended to be dedicated or temporarily reserved for public use or reserved by deed covenant with the conditions proposed for such covenant, and for the dedications
- tentative street grades
- sewer size and slope
- such other items as the PZB may require to show relationship of the planned development to the Comprehensive Plan and to existing schools and other community facilities and services
- the location and type of residential, commercial and industrial land uses
- such other characteristics as the PZB deems necessary.

### **C. Final Subdivision Plat - Plan Sheets**

- ☐ **Title page including proposed name of the subdivision**
  - section number, if it is a portion of the total subdivision
- ☐ **Description giving the number of acres, the military survey number, city, township, county and property owner's name.**
- ☐ **All required certifications**
- ☐ **Requested covenants.**
- ☐ **Sheet and total number for each sheet, including covenant sheet and construction plan.**
- ☐ **Scale and north indicator.**
- ☐ **The bearings and distances of the boundary lines of the subdivision.**
- ☐ **The bearings and distances of all lot lines or areas dedicated to public uses within the subdivision. In case of curved sides of lots, the tangent deflection angle, the length of the tangent, the length of radius, the length of arc and the length and bearing of the chord shall be given.**
- ☐ **Lot numbers.**
- ☐ **The bearing and distances of all straight sections of street center lines. Curved sections of street center lines shall show the same information as curved lot lines**

- ☐ **Street names.**
- ☐ **Street, alley and easement widths. Any easements not parallel to property lines shall show the bearings and distances of the lines.**
- ☐ **In the case of plats not located wholly within the Village, the corporation line shall be accurately shown and measurements given to the nearest corners of the boundary lines.**
- ☐ **The location of all permanent markers or monuments.**
- ☐ **Building setback lines with their distance from the right-of-way lines.**
- ☐ **The proposed location of all utilities and easements.**

## **Section 5: Subdivision Construction Review Requirements**

A PZB and TRC application with required subdivision plan, supplemental information, and fees must be submitted to and accepted by the Zoning Inspector.

Incomplete applications or subdivision plans that do not include all required information will not be accepted. Please note that 24" x 36" drawings are preferred, oversized plans must be justified.

### **5.1 Subdivision Plan Requirements**

Applications for subdivision recommendation must include ten (10) complete sets of subdivision plats/plans. The PZB and TRC subdivision application and submittal checklists are available at on the [Village's website www.ashvilleohio.gov](http://www.ashvilleohio.gov) or at 200 East Station Street. Subdivision Plans shall be certified by an engineer or surveyor registered in Ohio and shall be drawn to a scale of 1"=100' or greater. Submittals requiring a smaller scale must gain prior action or recommendation from the PZB Chairperson.

### **5.2 Subdivision Submittal Requirements**

#### **A. Subdivision Construction Plan**

Construction Plans shall be prepared for all sanitary sewers, water mains, pavements, sidewalks and storm sewers which are proposed for construction. All plans shall be made on mylar or other suitable permanent medium, size twenty-four (24) inches by thirty-six (36) inches. The proposed work shall be shown in both plan and profile, and in sufficient detail to clearly show all work to be done. In general, the scale shall be one inch equals fifty (50) feet horizontal and one inch equals five (5) feet vertical, except where additional detail is necessary to clearly show all work to be done. Supplemental specifications may be submitted as separate documents on eight and one-half (8 ½) by eleven (11) inch paper, or may be added onto the tracings. Plans shall contain general notes and a summary of estimated quantities. All drawings shall be made in ink and approved and signed by a Professional Engineer. A title block shall be included in the lower right hand corner of the first sheet for the approval signatures of the Village Engineer. The construction plans shall show the following items:

- ☐ **Title page including proposed name of the subdivision**
- ☐ Name and section number of the subdivision as shown on the plat map.
- ☐ Sheet and total sheet number.



- The plan and profile of all street center lines, showing the existing and proposed profile with the proposed center line grades given every fifty (50) feet on straight sections and every twenty-five (25) feet on vertical curves.
- The plan view of the streets showing curb, sidewalk, utility lines and appurtenances, lot corners and foot frontages.
- A typical cross section or half-section for the various street widths.
- The station and elevation shall be shown for the P.C. and P.T. of all curved sections of curbs.
- The station shall be shown where a street center line intersects a boundary line or other street center line, and at each P.C. and P.T. on the center line.
- All utility lines, including sanitary sewer, storm sewer, water mains, gas mains, electric power lines and telephone lines shall be shown on the plan section, with their distance from an established line indicated.
- Station distances shall be given for the center of all manholes, catch basins, valve boxes and fire hydrants within the street right-of-way.
- The profile for all sanitary and storm sewers shall show the invert elevation at each manhole or catch basin and the grade in percent between each manhole or catch basin.
- The depth of water and gas mains below the finished grade shall be shown. In cases where mains cross over or under sewers or other mains, the clearance shall be given.
- Such other information as may be required by the Engineer for his/her review.

## **Section 6: PUD Plan Review Submittal Requirements**

A Technical Review Committee will review the PUD Plan, supplemental information, and fees must be submitted to and accepted by the Planning & Zoning Inspector prior to a review being conducted from the Planning & Zoning Boards request for TRC recommendation.

Incomplete applications or Plans that do not include all required information will not be accepted. If a Subdivision Concept Plan is submitted in conjunction with the PUD document, 24" x 36" drawings are preferred.

### **6.1 PUD Plan Submittal Requirements**

Applications for PUD Master Plan Recommendation must include ten (10) complete sets of plans. The application and submittal checklist are available on the Village's website and in the Administrative Office at 200 East Station Street.

#### **A. Pre-Application Meeting**

It is not required for these plans to be prepared by a licensed professional.

- ☐ Conceptual Land Use Plan
- ☐ General Plan for Public Facilities

#### **B. PUD Plan Submittal**

Each plan shall be certified by an architect, engineer, landscape architect, or surveyor registered in the State of Ohio and shall, at a minimum, include the following information:

- ☐ **Title Page**
- ☐ **Demographic Information:**
  - name
  - address
  - phone number of owner, the registered surveyor, registered engineer and/or urban planner assisting in the preparation of the preliminary development plan.
- ☐ **A legal description of the property.**
- ☐ **A description of the existing use.**
- ☐ **Conceptual overview of the development.**
- ☐ **The zoning district(s).**
- ☐ **Proposed provision of utilities.**
- ☐ **A vicinity map, at a scale approved by the PZB:**
  - showing property lines,
  - streets,
  - existing
  - proposed zoning
  - such other items as the PZB may require to show the relationship of the planned unit development to the Comprehensive Plan and to existing schools and other community facilities and services.

- ☐ **A preliminary development plan, at a scale approved by the PZB:**
  - showing topography at two-foot contour intervals;
  - the location and type of residential, commercial and industrial land uses
  - the layout dimensions and names of existing and proposed streets, rights of way, utility easements, parks and community spaces
  - the layout and dimensions of lots and building setback lines
  - preliminary improvement drawings showing water, sewer, drainage, electric, telephone and natural gas
  - such other characteristics as the P&ZB deems necessary.
- ☐ **A proposed schedule for the development of the site including the timing and phasing.**
- ☐ **Evidence that the applicant has sufficient control over the land in question to initiate the proposed development plan within five years.**
- ☐ **Proposed ownership and maintenance of common open space.**
- ☐ Current Survey of Existing Conditions
- ☐ Aerial Photograph with Project Boundaries
- ☐ Cultural Resource Inventory
- ☐ Preliminary Drainage Study\*
- ☐ Traffic Impact Study\*
- ☐ Any additional information requested

\*The extent of information required in these items shall be determined at the Pre-Application Meeting.

## **Section 7: Additional items that may be requested by PZB for a Submittal**

### **Supplemental Information (if required)\***

- |                                                                                          |                                                          |
|------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Traffic Impact Study**                                          | <input type="checkbox"/> Addressing Plan                 |
| <input type="checkbox"/> Construction Activity Application with Supporting Documentation | <input type="checkbox"/> Village Encroachment Agreements |
| <input type="checkbox"/> Comprehensive Stormwater Pollution Prevention Plan              | <input type="checkbox"/> Permits from Other Agencies     |
| <input type="checkbox"/> Street Name Reservation Documentation                           |                                                          |

\* The necessity of these items shall be determined at the Pre-Application Review. If required, the applicant shall provide documentation of each item's status as part of each submittal following the Pre-Application Review. When completed, these items must be submitted only once.

\*\*A Traffic Impact Study is required when a development includes one or more of the following:

- a. A drive-through service window
- b. More than six fuel dispensing units
- c. More than 10,000 square feet of non-residential building coverage in existing and/or new buildings
- d. Five or more acres
- e. The requirement of a variance from the driveway spacing requirements of Article 3, Part 3 of the Zoning Ordinance
- f. A restaurant with more than 4,000 square feet of gross floor area
- g. Single- or two-family dwellings in which the total area ultimately to be developed permits 45 or more dwelling units

These types of developments shall require a Traffic Impact Study unless the Department of Traffic and Transportation deems that a Traffic Impact Study is not required on the basis of the Department's prior studies, analysis, and evaluation of existing or proposed transportation facilities. Similarly, and depending on the type and size of a single- or two-family development, the Ohio Department of Transportation may require a basic level of traffic study as opposed to a full Traffic Impact Study. Additional components of a Traffic Impact Study may be required as deemed necessary.

- |                                                                                          |                                                                             |
|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <input type="checkbox"/> Demolition Plan                                                 |                                                                             |
| <input type="checkbox"/> Erosion/Sediment Control                                        | <input type="checkbox"/> Rough Grading Plan/Surcharge Plan                  |
| <input type="checkbox"/> Tree Protection Barricade Plan/Details                          | <input type="checkbox"/> Test Pile Plan                                     |
| <input type="checkbox"/> Traffic Impact Study and Truck Route Plan                       | <input type="checkbox"/> Comprehensive Stormwater Pollution Prevention Plan |
| <input type="checkbox"/> Construction Activity Application with Supporting Documentation | <input type="checkbox"/> City Encroachment Agreements                       |
|                                                                                          | <input type="checkbox"/> Permits from Other Agencies                        |

\*The necessity of these items shall be determined at the Pre-Application Review. If required, the applicant shall provide documentation of each item's status as part of each submittal following the Pre-Application Review. When completed, these items must be submitted only once.

- ☐ Aerial Photograph with Project Boundaries
- ☐ Current Survey of Existing Conditions
- ☐ Open Space Plan (if required)
- ☐ Preliminary Drainage Study
- ☐ Utility Plan
- ☐ Fire Protection Plan
- ☐ ADA Accessibility Plan (or ADA inclusive statement on title sheet)

- ☐ Phase Plan
- ☐ Right-of-Way Cross-Sections

C. Road Construction Plans

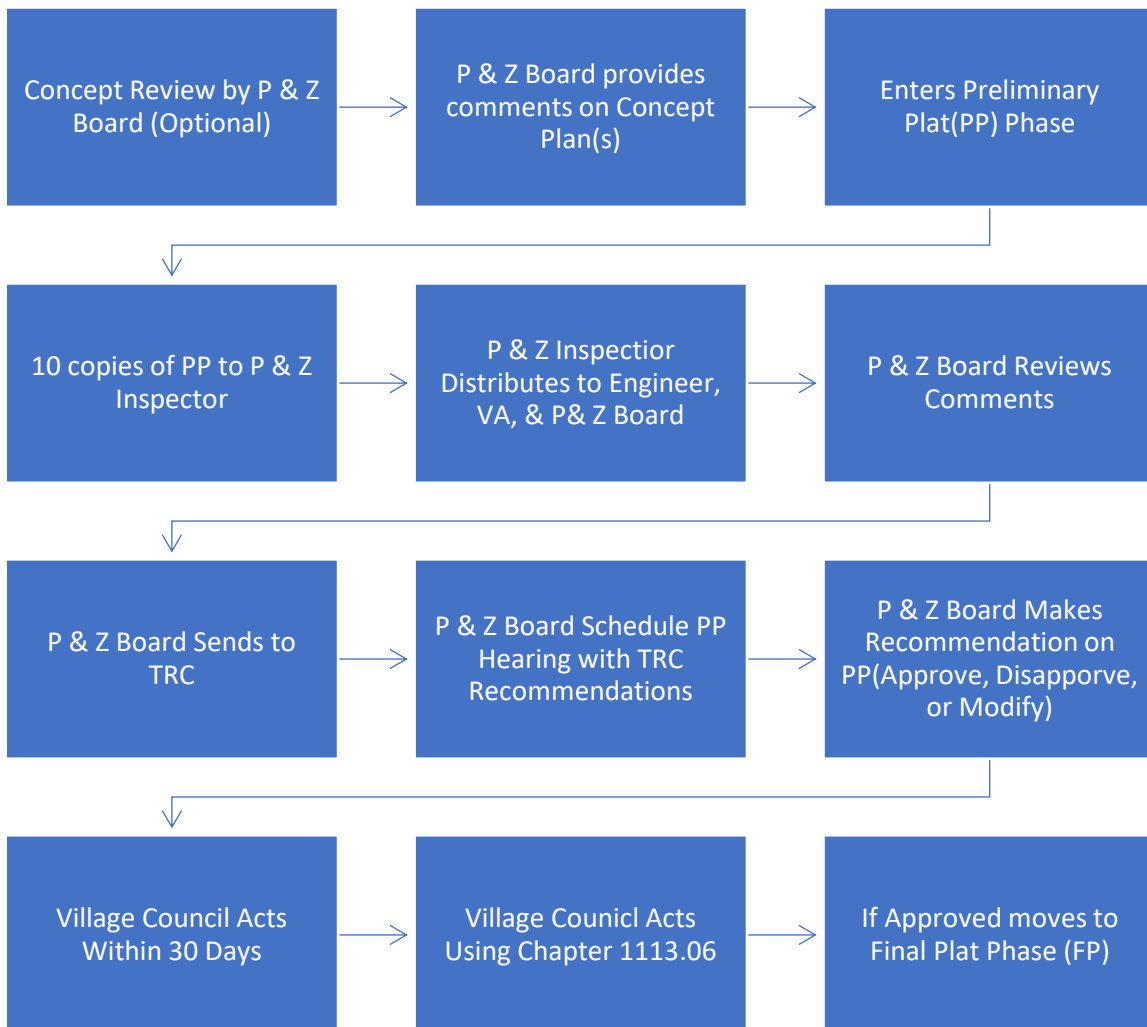
- ☐ Title Sheet
- ☐ Current Survey of Existing Conditions
- ☐ Approved Preliminary Subdivision Plat
- ☐ Street Name Reservation Documentation
- ☐ Roadway Plan and Profiles
- ☐ Open Space Plan
- ☐ Landscape, Street Tree, and Lighting Plan
- ☐ Fire Protection Plan
- ☐ ADA Accessibility Plan (or ADA inclusive statement on Title Sheet)
- ☐ Tree Protection Plan
- ☐ Stormwater Pollution Prevention Plan
- ☐ Traffic Sign and Marking Plan

D. Final Subdivision PlatA Technical Review Committee will review the PUD Plan, supplemental information, and fees must be submitted to and accepted by the Planning & Zoning Inspector prior to a review being conducted from the Planning & Zoning Boards request for TRC recommendation.

## **Section 8: Review Process Flowcharts**

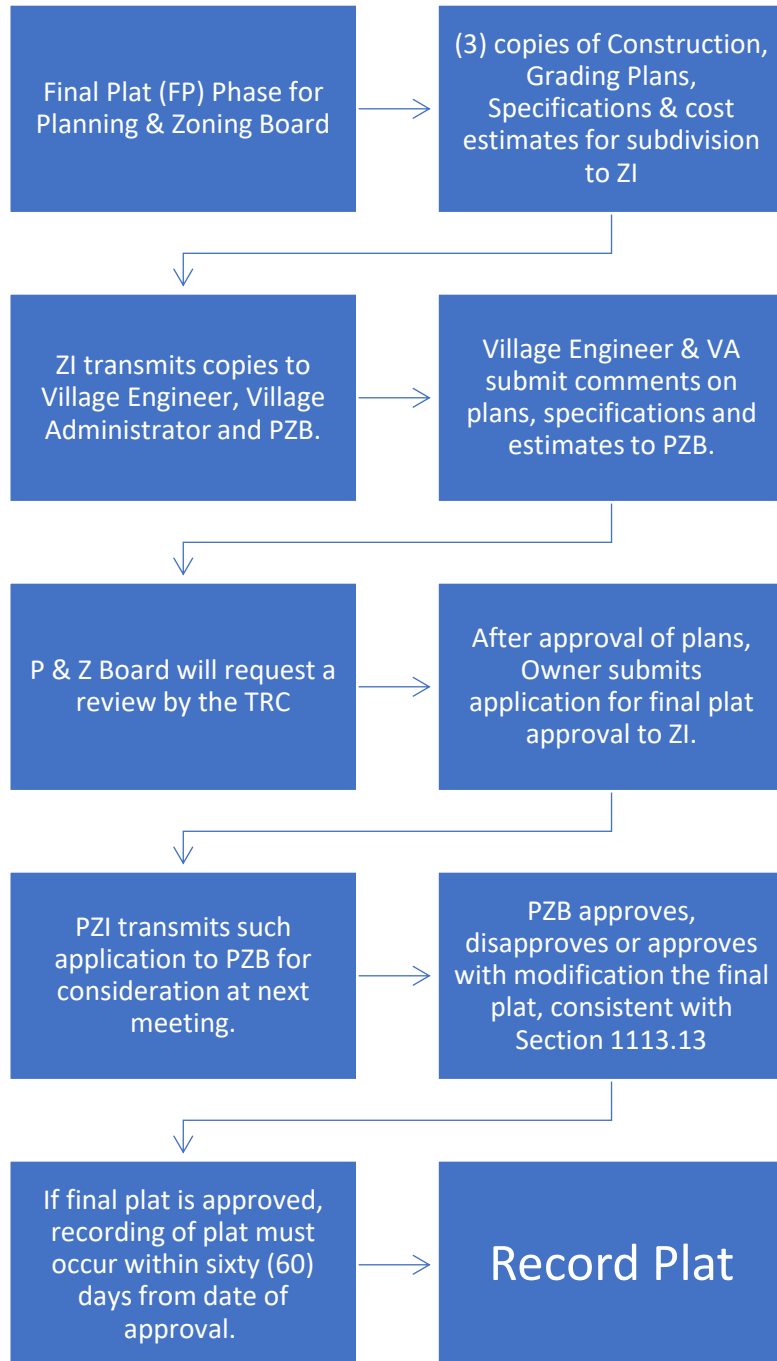
### **Plan Review Process**

#### **Concept & Preliminary Plat Title 7 Appendix C**



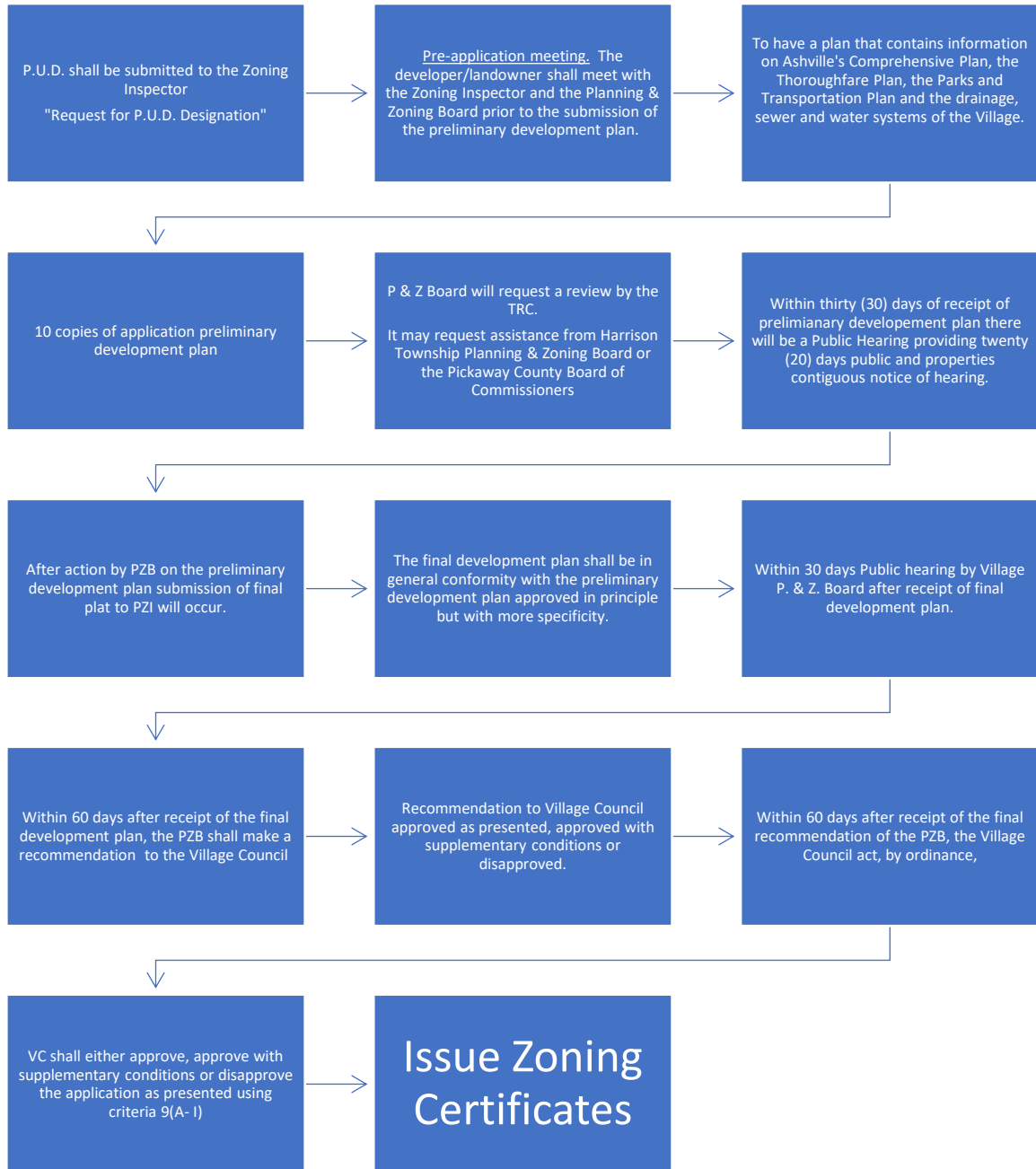
# Plan Review Process

## Final Plat Title 7 Appendix C



# Plan Review Process

## PUD Title 7 Chapter 1165.03







Email: [customerservice@Ashvilleohio.gov](mailto:customerservice@Ashvilleohio.gov)



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## Items to consider in the manual

- ☐ Current Survey of Existing Conditions
- ☐ Aerial Photograph with Project Boundaries
- ☐ Cultural Resource Inventory
- ☐ Traffic Impact Study\*
- ☐ Any additional information requested

\*The extent of information required in these items shall be determined at the Pre-Application Meeting.

- ☐ Landscape Plan
- ☐ Fire Protection Plan
- ☐ ADA Accessibility Plan

### Supplemental Information (if required)\*

- ☐ Traffic Impact Study\*\*
- ☐ Construction Activity Application with Supporting Documentation
- ☐ Comprehensive Stormwater Pollution Prevention Plan
- ☐ Street Name Reservation Documentation
- ☐ Addressing Plan
- ☐ Village Encroachment Agreements
- ☐ Permits from Other Agencies

\* The necessity of these items shall be determined at the Pre-Application Review. If required, the applicant shall provide documentation of each item's status as part of each submittal following the Pre-Application Review. When completed, these items must be submitted only once.

\*\*A Traffic Impact Study is required when a development includes one or more of the following:

- a. A drive-through service window
- b. More than six fuel dispensing units
- c. More than 10,000 square feet of non-residential building coverage in existing and/or new buildings
- d. Five or more acres
- e. The requirement of a variance from the driveway spacing requirements of Article 3, Part 3 of the Zoning Ordinance
- f. A restaurant with more than 4,000 square feet of gross floor area
- g. Single- or two-family dwellings in which the total area ultimately to be developed permits 45 or more dwelling units

These types of developments shall require a Traffic Impact Study unless the Department of Traffic and Transportation deems that a Traffic Impact Study is not required on the basis of the Department's prior studies, analysis, and evaluation of existing or proposed transportation facilities. Similarly, and depending on the type and size of a single- or two-family development, the Ohio Department of Transportation may require a basic level of traffic study as opposed to a full Traffic Impact Study. Additional components of a Traffic Impact Study may be required as deemed necessary.

### **Early Site Package Submittal Requirements**

In general, Early Site Package submittals must provide the following information. Drawings shall be prepared by an architect, landscape architect, surveyor, or engineer registered in South Carolina. Site Plans should be drawn at a scale of 1" = 50' or greater. Applications requiring a smaller scale, such as 1" = 100', must gain prior Recommendation from the Planning & Zoning Board Chairperson.

#### **A. Pre-Application Review**

- ☐ ESP Plan

#### **B. All Subsequent Reviews - Plan Sheets**

- ☐ Title Sheet
- ☐ Brief Project Description
- ☐ Existing Conditions
- ☐ Demolition Plan
- ☐ Erosion/Sediment Control and Tree Protection Barricade

##### **Plan/Details**

- ☐ Rough Grading Plan/Surcharge Plan
- ☐ Test Pile Plan

#### **Supplemental Information (if required)\***

- ☐ Traffic Impact Study and Truck Route Plan
- ☐ Construction Activity Application with Supporting Documentation
- ☐ Comprehensive Stormwater Pollution Prevention Plan
- ☐ City Encroachment Agreements
- ☐ Permits from Other Agencies

\*The necessity of these items shall be determined at the Pre-Application Review. If required, the applicant shall provide documentation of each item's status as part of each submittal following the Pre-Application Review. When completed, these items must be submitted only once.

##### **Aerial Photograph with Project Boundaries**

- ☐ Current Survey of Existing Conditions
- ☐ Layout Plan

- ☐ Open Space Plan (if required)
- ☐ Grading and Drainage Plan
- ☐ Preliminary Drainage Study
- ☐ Utility Plan
- ☐ Fire Protection Plan
- ☐ ADA Accessibility Plan (or ADA inclusive statement on title sheet)
- ☐ Phase Plan
- ☐ Right-of-Way Cross-Sections
- ☐ Traffic Impact Study (if required)

### **C. Road Construction Plans**

- ☐ Title Sheet
- ☐ Current Survey of Existing Conditions
- ☐ Approved Preliminary Subdivision Plat
- ☐ Street Name Reservation Documentation
- ☐ Roadway Plan and Profiles
- ☐ Open Space Plan
- ☐ Landscape, Street Tree, and Lighting Plan
- ☐ Fire Protection Plan
- ☐ ADA Accessibility Plan (or ADA inclusive statement on Title Sheet)
- ☐ Tree Protection Plan
- ☐ Stormwater Pollution Prevention Plan
- ☐ Traffic Sign and Marking Plan

### **D. Final Subdivision Plat**

## **5.3 Additional Requirements**

### **A. Preliminary Drainage Study**

A preliminary drainage study and plan shall be required for all single- and two-family developments requiring TRC subdivision review. A full basin study may be required as part of the preliminary drainage study and plan in basins with known drainage problems, as determined by the Engineering Division. The drainage study and plan shall be of sufficient detail to assess the preliminary sizing and location of all major drainage facilities proposed and the associated easements. The plan shall locate all existing easements and intended outfalls. The study and plan shall support compliance with all current drainage policies of the City.

## B. Traffic Impact Study

Developments in which the total area to ultimately be developed permits 45 or more dwelling units or is five or more acres shall require a Traffic Impact Study unless the Department of Traffic and Transportation deems that a Traffic Impact Study is not required on the basis of the Department's prior studies, analysis, and evaluation of existing or proposed transportation facilities. Similarly, and depending on the type and size of a single- or two-family development, the Department of Traffic and Transportation may require a basic level of traffic study as opposed to a full Traffic Impact Study. Additional components of a Traffic Impact Study may be required as deemed necessary.

## C. Stormwater Requirements

A completed Construction Activity Application, review fee, Comprehensive Stormwater Pollution Prevention Plan with Stormwater Technical Report, and other required information shall be submitted with the subdivision application for Road Construction Plans.

- D. Encroachment permits from the Planning & Zoning are required for any work within State rights-of-way. No project will be allowed to progress from final review to in-house review without a recommendation.
- E. Permits from agencies other than the Village of Ashville. This may include Ohio ODOT/ODNR/OEPA permits and/or U.S. Army Corps of Engineers permits where applicable.
- F. A listing on the Preliminary Plat and Road Construction Plans of all Recommendations and/or variances obtained from any board or commission with the type, date, and conditions of Recommendation indicated.
- G. If applicable, all Village encroachment agreements must have Village Council Approval after a TRC recommendation.

- [Street Light Management](#)
- [Standard Highway Signs and Markings](#)
- [ADA Standards for Accessible Design](#)
- International Building Code:
- International Fire Code